



## CITY OF BURBANK BOARDS, COMMISSIONS AND COMMITTEES

Dear Prospective Applicant:

WELCOME! The Burbank City Council and City staff are pleased that you are interested in becoming a member of one of the City's Boards, Commissions or Committees. Our community prides itself on citizen involvement in all issues. By volunteering, you will not only help the City benefit from your time and experience, you will also broaden your horizons, get to know new people, and receive the satisfaction of knowing you are serving your fellow citizens.

As a citizen member, you will serve in an advisory capacity to the City Council, performing a valuable service by addressing community issues and needs. The City Council Members look forward to your contribution as we work together providing efficient municipal services which are responsive to local needs and expectations.

The City Council appreciates your willingness to serve your community in this capacity. In order for the City Council to appropriately evaluate each applicant, we would ask that you please complete the application by answering all questions, make certain that the application is legible, and feel free to provide as much information as you feel is necessary. The application is an essential part of the selection process.

Please note that **all information provided becomes a Public Record and is available on the City's website.** Again, on behalf of the Burbank City Council, I want to thank you for your interest in serving your community. If you should have any questions, please call the City Clerk's Office at (818) 238-5851.

Zizette Mullins  
City Clerk



# CITY OF BURBANK

## APPLICATION FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

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### Name of Board, Commission or Committee

Mr./Ms./Mrs.

Name \_\_\_\_\_  
(Last) (First) (Middle)

Residence  
Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone: Res. \_\_\_\_\_ Cell Phone \_\_\_\_\_

Resident of Burbank for \_\_\_\_\_ Years Burbank Registered Voter: Yes \_\_\_\_\_ No \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

***ALL INFORMATION IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE.***

***\*\*Pursuant to BMC Sec. 2-1-407 no person shall be eligible to be a member of any Board, Commission, or Committee established by the Burbank Municipal Code unless he/she is an elector of, and actually lives in the City.***

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### Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE

Additional Pertinent Courses or Training: \_\_\_\_\_  
\_\_\_\_\_

Other Pertinent Skills, Experience or Interests: \_\_\_\_\_  
\_\_\_\_\_

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### Employment Information:

Present Occupation: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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Specify current or prior service on a City Board, Commission or Committee: \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

List community activities in which you are involved: \_\_\_\_\_

\_\_\_\_\_  
If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

**Conflict of Interest:**

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment? YES \_\_\_\_\_ NO \_\_\_\_\_

If you answer yes, on a separate sheet of paper explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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**Convictions:**

Conviction of a felony or misdemeanor will not necessarily result in automatic disqualification of the position to which you have volunteered. However, failure to give complete and accurate information may be grounds for rejection of your application or removal from office. The City of Burbank may consider the nature, date, and circumstances of the offense for which you were convicted as well as whether the offense is relevant to the duties of the Board, Commission, or Committee to which you are applying.

As an adult (age 18 or over) and within the last ten years, have you ever been convicted (including a plea of guilty or no contest which resulted in a criminal conviction), placed on probation (either formal or court probation), placed on parole, forfeited bail, or paid a fine for a violation of any law **except** for any infractions including traffic? (DO NOT include any misdemeanor convictions for marijuana-related offenses that are more than two years old, misdemeanor convictions that have been expunged, or any convictions that were dismissed after completion of a diversion program.)

\_\_\_\_\_ Yes \_\_\_\_\_ No

Within the last ten years were you required to register under the provisions of the Sex Offender Registration Act (Penal Code § 290, et. seq.)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answer yes to either question, please describe the type of offense, date, place and sentence or fine imposed on a separate page of paper.

Are you currently on bail or released on your own recognizance for a misdemeanor or felony case that is pending trial?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answer yes, on a separate page of paper please describe the type of offense and date that the matter has been set for trial.

If you answered yes to any of the above questions on convictions, please schedule an appointment with Live Scan (818.238.5340) to submit fingerprints for criminal history verification.

**FIRST** choice for Board/Commission/Committee appointment: \_\_\_\_\_

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.	What are your goals in serving on this Board/Commission/Committee?

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**PLEASE NOTE THAT THIS APPLICATION IS PUBLIC INFORMATION AND IS AVAILABLE ON THE CITY'S WEBSITE.**

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Signature of Applicant

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Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

**When completed mail/submit original to:**

**Office of the City Clerk  
City of Burbank  
275 East Olive Avenue, Burbank, California 91502**